

2 October 1952

REPORT FOR THE WEEK OF 29 SEPTEMBER - 3 OCTOBER

To: The Deputy Director of Training (G)  
From: Management Training Division

I. Outstanding Achievements

Training DDP supervisors in the use of the P. E. R. commenced this week. Seven group meetings were held during the week.

*120 people each*  
[REDACTED] is attaching to this report an analysis of the numbers and types of students enrolled during September in the Clerical Induction Course [REDACTED], Clerical Orientation Course (Alcott Hall), and the Clerical Refresher Courses (Alcott Hall).

II. Developing Plans

No report

III. Contributions by TRG

No report

IV. Contributions to TRG by Others

No report

V. Requests for Special Training

OCD has requested that a special course in filing be set up for them. This will be done next week by [REDACTED]

Chief, Management Training Division

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 8 / NO CHANGE  
IN CLASS / DECLASS. CLASS CHANGED TO: TS S C RET. JUST. [REDACTED]  
NEXT REV DATE [REDACTED] REV DATE 2/11/80 [REDACTED] 654 TYPE DOC. 02  
NO. PGS. 2 CREATION DATE [REDACTED] ORG COMP II OPT II ORG CLASS M  
REV CLASS 1 REV COORD. [REDACTED] AUTH: HR 70-3